



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)  
FT Harrison, Montana 59636-4789

HRO

DATE:

26 October 2006

**HUMAN RESOURCES MANAGEMENT OFFICE  
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-200  
CLOSING DATE 09 November 2006**

**POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II TEMPORARY INDEFINITE) WITH POSSIBLE PERMANENT STATUS. POSITION PAID BY ARMY FUNDS.**

**NON-BARGAINING UNIT POSITION: Human Resource Assistant, GS-0203-05/07**

SALARY RANGE: GS-05 \$28,349.00 - \$36,856.00 PA (per annum)  
GS-07 \$35,116.00 - \$45,648.00 PA (per annum)

LOCATION: HRO/J-1, Helena, MT

SELECTING OFFICIAL: LTC Troy Frost

**APPOINTMENT FACTORS**

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

**COMPATIBILITY:** AIR: AFSC 3A0XX, 3S0X1, 3S2X1, 3S3X1 ARMY: CMF/MOS: 42A, 42F, 42L

NON-SUPERVISORY ☒ TEMP INDEF ☒ (AREA II) TEMP ☒ (AREA I Temp promo/Reassign)  
**BOTH AREA I AND II WITH POSSIBLE PERMANENT STATUS**

**AREA OF CONSIDERATION**

**ALL BASICALLY QUALIFIED APPLICANTS (AREA I and II) WILL BE FORWARDED FOR CONSIDERATION TO THE SELECTING OFFICIAL SIMULTANEOUSLY. STATE MERIT PLACEMENT PLAN (DMAMT Regulation (AR) 690-335/ (AF) 40-335) APPLIES.**

- ☒ AREA I All excepted permanent technicians of the Montana Army OR Air National Guard.  
☒ AREA II All members of the Montana Army OR Air National Guard and those eligible for membership.

**NATIONAL GUARD MEMBERSHIP REQUIRED:** Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

**SUMMARY OF DUTIES:** The following is a brief statement of duties from Position Description No. 70408000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. Provides technical assistance in the area of recruitment and placement. Assists classification specialist by performing job audits and making classification determinations on

a variety of clerical, and technical occupations (GS-07 and below) and Wage Grade occupations where standards clearly apply.

**PRE-EMPLOYMENT PHYSICAL:** Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

**PCS FUNDS NOT AUTHORIZED.**

**PROMOTION POTENTIAL:** Promotion potential to GS-07, if hired as GS-05, upon completion of a classification desk audit.

**EVALUATIONS AND RANKING CANDIDATES:** All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335 / (AF) 40-335) applies to all applicants. **THIS IS A NON-BARGAINING UNIT POSITION.**

**EQUAL OPPORTUNITY:** THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

**INSTRUCTIONS FOR APPLYING:** Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

**[WWW.DMA.MT.GOV/HRO/](http://WWW.DMA.MT.GOV/HRO/)**

**REMINDER:** A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, LTC, MT NG  
Human Resource Officer

**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-200**

**BASIC ELIGIBILITY FACTORS:** Document prior experience, education, and training relating to each **KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

**KSA'S FOR HUMAN RESOURCES ASSISTANT, GS-0203-05, 70408000**

1. Ability to read and interpret regulations.
2. Skill in the use of office automation systems (i.e. computers, printers, facsimile, or scanners).
3. Ability to plan, schedule, and organize.
4. Ability to provide technical assistance on Personnel matters.
5. Knowledge of a personnel organization.

**GENERAL EXPERIENCE:** General experience in clerical or administrative work.

**SPECIALIZED EXPERIENCE:** Must have 6 months of specialized experience performing clerical or administrative work.

**KSA'S FOR HUMAN RESOURCES ASSISTANT, GS-0203-07, 70408000**

1. Skill in reading and interpreting regulations.
2. Skill in the use of office automation systems (i.e. computers, printers, facsimile, or scanners).
3. Skill in planning, scheduling, and organizing.
4. Ability to provide technical assistance on Personnel matters.
5. Knowledge of the organization, responsibilities, and functions; sufficient to refer visitors, mail and telephone calls.

**GENERAL EXPERIENCE:** General experience in clerical or administrative work.

**SPECIALIZED EXPERIENCE:** Must have 12 months of specialized experience in performing military or civilian personnel work.

//signed//

TROY A. FROST, LTC, MT NG  
Human Resource Officer

Enclosure 1